

Department of Homeland Security

Monthly Vendor Outreach Sessions (VOS)

Cancellation Policy: If the Federal Government is closed due to inclement weather, the scheduled VOS will not be held. Information on the operating status of the Federal Government in the DC Metropolitan Area is provided by the Office of Personnel Management.

Background

The Department of Homeland Security's (DHS) Office of Small and Disadvantaged Business Utilization (OSDBU), in conjunction with our operational Small Business Specialists (SBS) appointed in each organizational element, sponsors a series of small business vendor outreach sessions (VOS) featuring pre-arranged 15-minute appointments with the SBSs. These sessions provide the small business community an opportunity to discuss their capabilities and learn of potential procurement opportunities.

In addition to sessions featuring meetings with the DHS SBSs, periodically we will have events for small businesses in a similar format to meet with DHS large business prime contractors to discuss subcontracting opportunities, mentor-protégé relationships, teaming and other potential topics of mutual interest.

VOS Format

All requests for appointments are handled via an electronic appointment scheduling system.

The electronic system accepts requests for appointments on the date and time specified for each session. Attempts to request appointments prior to the specified date/time will not be successful. Please review the VOS Schedule provided below for opening dates of each session. **Be advised that appointments fill very quickly (generally within 2 minutes after the scheduling system opens).**

Appointments are limited to 15 minutes to allow all vendors an equal opportunity to introduce their company.

Due to the overwhelming response to previous Vendor Outreach Sessions, we regret that we must limit the number of appointments per company to no more than four (4) per session.

We also request that if you have met with a DHS organizational element in the 2-month period prior to the VOS date, please do not request another appointment.

Due to space limitations, we request that no more than 2 representatives from each company attend VOS.

The following tips are provided to help make your attendance at our Vendor Outreach Sessions a success:

- Review the background information ([How to Do Business with the Department of Homeland Security](#)) from the DHS website
- Review the Department of [Homeland Security Forecast of Contract Opportunities](#)
- Visit [FedBizOpps](#) for a current list of requirements valued at \$25,000 or more.

Appointments are limited to 15 minutes to allow all vendors an equal opportunity to introduce their company. All appointments will begin promptly so please plan to arrive at least 15 minutes prior to your first appointment.

VOS Schedule

Scheduled participants at the "Regular VOS w/Small Business Specialists" include:

- Bureau of Customs and Border Protection

- Bureau of Immigration and Customs Enforcement
- Transportation Security Administration
- Federal Emergency Management Agency
- U.S. Secret Service
- U.S. Coast Guard

Detailed information on the IT Program Manager Vendor Outreach Session and the Prime Contractor Vendor Outreach Session will be posted on www.dhs.gov/openforbusiness prior to the scheduled event.

Date/Time/Location	Notes	Appointments will be accepted starting:
Friday, October 15, 2004 9:00 a.m. -12:00 p.m. and 1:00 p.m. to 2:30 p.m. Oxon Hill, MD	Regular VOS w/Small Business Specialists	Friday, October 8, 2004 12:00 noon (Eastern Time)
Monday, November 8, 2004 9:00 a.m. -12:00 p.m. and 1:00 p.m. to 2:30 p.m. Oxon Hill, MD	Regular VOS w/DHS Small Business Specialists Note: This session is reserved for Service-Disabled Veteran-Owned Small Business and Veteran-Owned Small Business ONLY in honor of Veterans Day	Monday, November 1, 2004 12:00 noon (Eastern Time)
Monday, December 13, 2004 9:00am -12:00pm Oxon Hill, MD	IT Program Manager VOS (Detailed information will be posted on www.dhs.gov/openforbusiness prior to the scheduled event.)	Monday, December 6, 2004 12:00 noon (Eastern Time)
Tuesday, January 11, 2005 9:00 a.m. -12:00 p.m. and 1:00 p.m. to 2:30 p.m. Oxon Hill, MD	Regular VOS w/Small Business Specialists	Tuesday, January 4, 2005 12:00 noon (Eastern Time)
Friday, January 14, 2005 9:00 a.m. -12:00 p.m. and 1:00 p.m. to 4:00 p.m. Oxon Hill, MD	DHS Prime Contractors (Detailed information will be posted on www.dhs.gov/openforbusiness prior to the scheduled event.)	Friday, January 7, 2005 12:00 noon (Eastern Time)
Monday, February 7, 2005 9:00 a.m. -12:00 p.m. and 1:00 p.m. to 2:30 p.m. Oxon Hill, MD	Regular VOS w/Small Business Specialists	Monday, January 31, 2005 12:00 noon (Eastern Time)
Monday, March 18, 2005 9:00 a.m. -12:00 p.m. and 1:00 p.m. to 2:30 p.m. Oxon Hill, MD	Regular VOS w/DHS Small Business Specialists Note: This session is reserved for Woman-Owned Small Business ONLY in honor of Women's History Month.	Monday, March 11, 2005 12:00 noon (Eastern Time)
APRIL 2005	DHS will not host a Vendor Outreach	

Date/Time/Location	Notes	Appointments will be accepted starting:
	Session this month. DHS will participate in the 15 th Annual OSDBU Directors Procurement Conference on April 21, 2005, in Upper Marlboro, MD. This conference will offer One-on-One Counseling Sessions.	
Monday, May 16, 2005 9:00 a.m. -12:00 p.m. and 1:00 p.m. to 2:30 p.m. Oxon Hill, MD	Regular VOS w/Small Business Specialists	Monday, May 9, 2005 12:00 noon (Eastern Time)
Tuesday, June 21, 2005 9:00am -12:00pm Oxon Hill, MD	IT Program Manager VOS (Detailed information will be posted on www.dhs.gov/openforbusiness prior to the scheduled event.)	Tuesday, June 14, 2005 12:00 noon (Eastern Time)
Monday, July 18, 2005 9:00 a.m. -12:00 p.m. and 1:00 p.m. to 2:30 p.m. Oxon Hill, MD	Regular VOS w/Small Business Specialists	Monday, July 11, 2005 12:00 noon (Eastern Time)
Monday, August 16, 2005 9:00 a.m. -12:00 p.m. and 1:00 p.m. to 4:00 p.m. Oxon Hill, MD	Regular VOS w/Small Business Specialists	Monday, August 9, 2005 12:00 noon (Eastern Time)
Friday, August 19, 2005 9:00 a.m. -12:00 p.m. and 1:00 p.m. to 2:30 p.m. Oxon Hill, MD	DHS Prime Contractors (Detailed information will be posted on www.dhs.gov/openforbusiness prior to the scheduled event.)	Friday, August 12, 2005 12:00 noon EDT
September 2005	No VOS scheduled due to fiscal year end	

Scheduling Appointments

The Department of Homeland Security uses an electronic scheduling system for vendors to schedule appointments for the DHS Vendor Outreach Sessions.

To schedule appointments for the Department of Homeland Security's Vendor Outreach Session (VOS) program:

1. Register in the DHS electronic appointment scheduling system at <http://www.dhsvoms.moriassociates.com>. Vendors must be registered in this system in order to schedule appointments. If you are not currently registered, complete a "Registrant Profile".
2. The electronic scheduling system will accept requests for appointments one week prior to the date of the event, at 12:00 noon (Eastern Time). The system clock is set to the time at the Naval Observatory.
3. Be advised that these appointments fill up within 2-5 minutes.
4. Log into the DHS electronic appointment scheduling system (<http://www.dhsvoms.moriassociates.com>) just before the time specified above. **Note:** be sure to

- “refresh” your browser if you log in before 12:00 noon. At 12:00 noon (Eastern Time), the word “Open” will pop into the “Status” column. Once this appears, you should click on the link “Request Appointments” on the left side of the screen. Note: some representatives are from the same organization. If the words “select one only” appear, do not schedule appointments with representatives from the same organization. Duplicate appointments will be canceled.
5. You may select up to 4 counselors. If you are successful, you will receive notification that appointments have been scheduled and an email confirmation listing those appointments will be sent.
 6. To expedite check-in at VOS, print a copy of your confirmation notice (which lists your appointment schedule) and bring it with you.
 7. We regret that we are unable to maintain a “wait list”.
 8. Print this page so you’ll have directions to the Oxon Hill facility.

DIRECTIONS TO VOS

LOCATION: Internal Revenue Service
The Constellation Centre
6009 Oxon Hill Road, 1st Floor
Oxon Hill, Maryland 20745

Note: METRO access is not available; however, there are plenty of FREE parking spaces available at the VOS location.

Special Note to out-of-town businesses: Public transportation from area airports (Reagan National, Dulles, and BWI) and/or train stations (Union Station/METRO) is not easily available. It is strongly recommended that vendors consider renting a car and driving to the IRS facility in Oxon Hill, Maryland. It is also recommended that you plan to arrive the day before the scheduled VOS.

The Oxon Hill facility is located within a 15 minute drive from Old Town Alexandria, VA. For a listing of hotels in this vicinity, you may wish to visit the [Alexandria Convention and Visitors Association](#).

FROM VIRGINIA

Take I-95 (495) North across the Wilson Bridge (into Maryland). Take Exit 4A (St. Barnabas Road/Oxon Hill); remain in the right lane. Curve around to the right onto Oxon Hill Road. Immediately on your right will be a Home Depot. The very next building on the right hand side is a 10-story building set off from the road called the Constellation Centre. Parking is available in the large parking lot across from the building.

FROM MARYLAND

Take I-95 (495) South (remaining on the Maryland side) toward Richmond/Alexandria. Take Exit 4A (St. Barnabas Road/Oxon Hill); remain in the right lane. Proceed straight through two stop lights. At the second stop light, you'll see a Home Depot on the right hand side. Continue straight but move over one more lane to the right. The very next building after the Home Depot on the right hand side is a 10-story building set off from the road called the Constellation Centre. Parking is available in the large parking lot across from the building.

FROM DOWNTOWN WASHINGTON, DC

Take I-395 North to I-295 South to the I-95/495 junction. Take the I-95/495 North exit towards Baltimore. On I-95/495 continue to Exit 4A (St. Barnabas Road/Oxon Hill); remain in the right lane. Curve around to the right onto Oxon Hill Road. Immediately on your right will be a Home Depot. The very next building on the right hand side is a 10-story building set off from the road called the Constellation Centre. Parking is available in the large parking lot across from the building.

If lost, please call (202) 283-1674, 283-1292 or 283-1372. (Note: For general information about DHS Vendor Outreach Sessions, please call 202-205-0050).